



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, March 21st, 2024 @ 7:00 PM
Location: Uxbridge Public Library

1. Call to order - Dave

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- Round table

3. Disclosure of Pecuniary Interest and the General Nature thereof.

4. Approval of Agenda

5. Approval of February Minutes

6. Committees:

6.1 Governance and HR Committee

- Staff Market value assessment completed - Amanda
- Asset Management Plan / Levels of Service
- Staff performance review completed.

6.2 Finance

- February accounts

6.3 Community Committee

- March Break Summary
- Sunday stats
- Tentative date for DQST, Saturday May 25th.
- Strategic Plan update

7. New Business

- Building maintenance update
 - Water issues (leaks)
 - Fire inspection.

8. Ongoing Business / Action items

- Zephyr Library Community engagement planning
 - i. Open House on April 20th, 10 am – noon.



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- Shelving / flooring updates
- Clock and Carillon update.

9. Correspondence

-

10. Date of Next Board Meeting: April 18th at the Zephyr Hall?

11. Adjournment



Township of Uxbridge Public Library Board Meeting Minutes

Date: Thursday, February 15, 2024 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Christine McKenzie, Gord Shreeve, Kate Devine, Sheldon Wolfson, Cathy Peters, Zed Pickering, Corrinne Morrison, Amanda Ferraro

Regrets: Dwight Clements, Agnes Croxford,

Guests: Andrea Stewart (staff), Janet Betts, Marlene Riddle.

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Guest speakers / Round table

- OLA conference: Dave and Andrea gave an update on the workshops that they attended. Well worth it! Highly recommend we continue to send staff and Board members to this event.
- Round table – Security of information question? The library currently shares an IT consultant with the Township and has recently upgraded their firewall software. All of our staff have received cyber training and have reviewed our procedures for the case of a cyberattack.

3. Disclosure of Pecuniary interest and the General Nature thereof.

✓ *No disclosures*

4. Approval of Agenda

✓ *Moved by Sheldon, seconded by Christine; carried.*

5. Approval of November Minutes

✓ *Moved by Cathy, seconded by Kate; carried.*

6. Committees:

6.1 Governance and HR Committee

- PROPOSED Photography and Videorecording Policy.
 - *Motion to accept with one small change to child's last name which is to delete last name initial.*

✓ *Moved by Sheldon, seconded by Zed; carried.*



Township of Uxbridge Public Library Board Meeting Minutes

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6.2 Finance

- November, December, January accounts
- ✓ *Moved by Christine, seconded by Kate; carried.*
- Stats shown to council at the budget presentation shared.
- Clock hands update: Very difficult to get parts. Quote came in very high. Gathering other quotes and will look at grants to fund and possibility of fundraising.

6.3 Community Committee

- 3D Printer update/sample – Becoming popular.
 - Ex. Chess pieces, Record 45 adapter.
- EarlyON Saturday programming – New partnership. Wonderful fit.
- Tentative date for DQST, Saturday May 25th.
- Strategic Plan update – Comments due end of February.
 - Formatting will be done after info is adopted.

7. New Business

- Zephyr Library Community engagement planning
 - Save the date communication to go out shortly.
 - Date: Open House on April 20th, 10 am – noon.
 - Discussion around:
 - How could we make it more family friendly?
 - Envisionary ideas
 - Collect as much feedback as possible. Offer three methods (visual, verbal and confidential)
 - Ideas of topics to gather feedback could include:
 - How could we improve the...
 - Park & Playground?
 - Zephyr Community Hall?
 - Zephyr Library?
 - Pro's for amalgamating the two?
 - Cons for amalgamating the two?
 - Kids activity – Maybe a roll of paper to draw on or Lego construction.



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- Resident survey to follow open house. Comments from Open House to drive survey questions.
- High School co-op has now started and college co-op student coming soon.
- Sunshine moment on Mo and Jo! Lots of positive comments. Such an awesome multigenerational program

8. Ongoing Business / Action items

- Shelving / flooring updates - Well received by public. Lots of great comments!

9. Correspondence

- N/A

10. Date of Next Board Meeting: March 21st

11. Adjournment at 8:12 pm

✓ *Moved by Sheldon, seconded by Kate; carried.*

Date	Vendor Check Name	Invoice Number	Invoice Description	Amount \$
2024-02-02	WHITEHOTS INC	3519825	BOOKS	\$342.93
2024-02-02	ELEXICON ENERGY	51001548-02/JAN2024	HYDRO-DEC 8 TO JAN 8	\$837.46
2024-02-02	WHITEHOTS INC	3518527	BOOKS	\$112.34
2024-02-02	SYNCHROWORKS CONSULTING	SYN195671	SERVICE-PHONE SYSTEM	\$384.15
2024-02-02	ONTARIO LIBRARY SERVICE	IN000002144	OVERDRIVE-2024	\$6,543.55
2024-02-02	WHITEHOTS INC	3518003	BOOKS	\$58.76
2024-02-02	WHITEHOTS INC	3518812	BOOKS	\$250.97
2024-02-02	THE COMPUTER MEDIA GROUP	1538794-IN	TONERS	\$165.86
2024-02-02	PRESSREADER	SI006602	RENEWAL-2024	\$6,392.41
2024-02-02	ONTARIO LIBRARY SERVICE	IN000002354	ERESOURCES-2024	\$1,290.66
2024-02-14	HYDRO ONE NETWORKS INC.	200072033278/FEB2024	HYDRO-JAN 5 TO FEB 3	\$531.88
2024-02-14	ANDREA STEWART	EXPENSES-JAN/FEB/24	EXPENSES-JAN/FEB	\$75.85
2024-02-14	NETAGEN	127496-LIBRARY	SERVICES-FEB-LIBRARY	\$2,796.75
2024-02-14	AJAX PUBLIC LIBRARY	2024-001	BATTLE OF THE BOOKS CONTR.	\$250.00
2024-02-14	BLUE HERON BOOKS	384259	BOOKS	\$13.43
2024-02-14	CWB NATIONAL LEASING	18673173	EQUIPMENT LEASE-MAR	\$353.92
2024-02-14	FOREST RIDGE LANDSCAPING INC.	INV0000122-LIBRARY	SNOW REMOVAL-FEB-LIBRARY	\$2,023.22
2024-02-14	LINDA BOYD	45328	EXPENSES-2/6/24	\$39.54
2024-02-14	FIBERNETICS CORPORATION	674880	TELEPHONE-FEB 1 TO MAR 1	\$135.54
2024-02-14	BELL CANADA	9058529748/FEB2024	TELEPHONE-FEB	\$76.87
2024-02-14	BLUE HERON BOOKS	384577	BOOKS	\$31.90
2024-02-14	WHITEHOTS INC	3521276	BOOKS	\$391.18
2024-02-14	BELL CANADA	9054732375/FEB2024	TELEPHONE-FEB	\$131.44
2024-02-14	ELEVATOR ONE INC.	INV-15841-Q7Q6	QUARTERLY MAINTENANCE	\$1,440.95
2024-02-14	WHITEHOTS INC	3519928	BOOKS	\$1,269.84
2024-02-14	WHITEHOTS INC	3520866	BOOKS	\$309.41
2024-02-24	CIBC VISA	JAN 25 TO FEB 24/24	EXPENSES-JAN 25 TO FEB 24	\$3,430.89
2024-02-29	LAKERIDGE HEALTH	B9357 300918	CARDIAC SAFE PRG-JULY1-SEP/18	\$282.50
2024-02-29	CORPORATE EXPRESS CANADA INC.	C617398-00611244-LIB	OFFICE SUPPLIES-LIB	\$93.55
2024-02-29	HEAT-AIR MECHANICAL LTD.	40387	INSPECTION-JAN	\$2,503.88
2024-02-29	ENBRIDGE	113542251003/FEB2024	ACTUAL-JAN 18 TO FEB 14	\$1,034.35
2024-02-29	LAKERIDGE HEALTH	B09357-060619	TARGETED RESPONDER TRAINING	\$847.50
2024-02-29	DURHAM FIRST AID INC.	23069	BABYSITTER COURSE	\$694.95

2024-02-29 WHITEHOTS INC	3521654	BOOKS	\$459.09
2024-02-29 HEAT-AIR MECHANICAL LTD.	40322	SERVICE	\$367.25
2024-02-29 WHITEHOTS INC	3522434	BOOKS	\$835.44
2024-02-29 HEAT-AIR MECHANICAL LTD.	40362	SERVICE	\$646.25
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